

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
THIRD QUARTER MEETING

Minutes of Tuesday, September 18, 2007

The third quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2007, was held at Roma Restaurant, Dover, Delaware and was hosted by the City of Dover.

Those in attendance were: Janet Schukoske, Sandra David and Roxann Parker, OMB; Sussanne Jara, DSP; Ruth Kowalski, Hilda Balascio and Cliff Crawford, NCC; Peter Gregg and Andy Anderson, City of Dover; Paul Giery, DOC; Jay Burks, OMWBE; and Mike Sabol, DTI.

Guests in attendance were: Kim Cuffee, DSP; Candace Castillo, State Auditor; Cathryn Thomas, City of New Castle; Thomas Wontorek, City of Lewes; Gene Dvornik and Frank Adams, City of Georgetown; and Harold Dew, Delaware Electric Cooperative.

1. Opening of the Meeting - Janet

Janet Schukoske, President, called the meeting to order at 10:10 a.m. She thanked the City of Dover for hosting the meeting. Those present introduce themselves. Janet welcomed the guests that were present.

2. Janet read a brief tribute to and we held a Moment of Silence for Greta Iplenski who passed away on August 31, 2007 (copy attached).

3. Reading of the Minutes - Mike

- a. The heading of the minutes were corrected to reflect "SECOND" quarter meeting.
- b. A motion was made by Ruth to approve the minutes as corrected; seconded by Andy; passed unanimously.
- c. Mike will send a copy of the Minutes to PaPPA.

4. Treasurer's Report – Sussanne

- a. The treasurer's report was read by Sussanne (copy attached).

Previous Balance:	\$38,948.21
Income	\$ 281.00
Expenses	<u>\$ 273.00</u>
Ending Balance	\$38,956.21

A motion was made by Mike to accept the Treasurer's Report; seconded by Pete; passed unanimously.

- b. Cathy Thomas questioned whether we have our funds in an interest bearing account. We do not, but should look into it.

5. Committee Reports

a. Membership Committee – Sussanne

We have 2 new members: Jay Burks, OMBWE and Tom D'Alessandro III, Christiana Fire Co. We currently have 50 members, but 9 still have not paid for 2007.

b. Finance Committee – Sussanne for Lori

Lori resigned so we need a new Finance Chair. Mike volunteered to be the temporary Chair.

c. Program Committee – Janet

The guest speakers today are Jay Burks, OMWBE providing a briefing on Supplier Diversity and Sam Adhikari, VP Operations, Syssoft Corp. who will present a new web-based product for RFP evaluations – eRFP.

November's meeting is the Chapter elections. We will also have our Holiday Party at this meeting.

February 2008 meeting will have a presentation by Paul Brennan, VP – NIGP Board of Directors.

d. Awards and Scholarship Committee – Pete

No Report.

e. Chapter Liaison – Janet

DPPA did not win the small chapter of the year award at the Hartford Forum. Janet passed out the NIGP Special Recognition Booklet from the Hartford Forum to all present.

Janet, Mike, Pete and Jay briefed us on their activities at the Hartford Forum. Janet's Trip Report is attached.

The 2008 Forum is in Charlotte, NC next July; the 2009 Forum will be in St. Louis.

The Region 2 Conference is hosted by the South Jersey Chapter of NIGP. It is scheduled for Oct. 17 to 19 at the Trump Hotel & Casino in Atlantic City, NJ.

f. Education Committee – Hilda for Andria

Hilda passed out info. on the new UPPCC guidelines for CPPB and CPPO certification and info. on several new classes to be held in our area. Go to the NIGP web site for more information.

g. Public Relations – Cliff

No Report.

h. Strategic Planning – Mike

Mike had no report but requested that any and all upgrades or changes for 2008 be sent to him.

6. Unfinished Business/Old Business - All

a. Pete returned his award to attend the Region II Conference in Atlantic City. We then drew two names for this meeting. Cliff and Roxann won the free registration, room and board for the conference. Registration for the Conference can be accomplished on-line at www.sjnigp.org or by calling (609) 449-7113.

b. Janet was concerned about the holiday party and the fact that the Chapter paid for all attendees, even those that did not attend any meeting or functions throughout the year. A long discussion was held but nothing was resolved. The party will continue as before.

c. Janet expressed concern that we will not host the Region 2 Conference for several years and yet our expenditures continue at a record pace. We need to consider another money-making activity. The topic of Reverse Trade Show was broached. Much discussion resulted in a Feasibility Committee being formed to study the concept. Sussanne, Jay, Paul and Janet volunteered for this committee.

7. Lunch was held from 12:30 to 1:00 p.m. and afterward the Instructional Programs were presented.

8. The afternoon Instructional Program was held.

9. New Business - All

- a. Many people left after lunch and after the Program.
- b. We could not hold the Nominations of Officer due to the lack of a quorum. **Nominations for Offices will be done by email. If you want to run for an office let Janet know ASAP!**
- c. **Janet again thanked Pete and Andy for hosting this 3rd quarter meeting.**
- d. The fourth quarter DPPA for 2007 is scheduled for Tuesday, November 20, 2007, at 10:00 a.m. The meeting will be hosted by New Castle County. Details to follow.

10. Adjourn – Janet

Janet adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Mike Sabol, CPPB
DPPA Secretary
9/19/07

**DELAWARE PUBLIC PURCHASING ASSOCIATION
TREASURER'S REPORT
May 15, 2007 to September 2007**

PREVIOUS BALANCE.....	\$38,948.21
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INCOME

General

Membership (2 new 1 renewal).....	\$105.00
Lunch 5/14 (11 members paid).....	\$176.00

TOTAL INCOME.....	\$281.00
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EXPENSES

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General

Conley Ward (lunch 12 members - 1 comp:W.Abbott).....	1101	\$192.00
NIGP(Chapter Insurance)	1102	\$81.00

TOTAL EXPENSES.....	\$273.00
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ENDING BALANCE.....	\$38,956.20
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Tribute to Greta Iplenski (1950-2007)
by Janet Schukoske

Along with being the Director of Procurement for the Delaware State Police, Greta was also the founding President of the Delaware Public Purchasing Association (DPPA).

Greta was a very active member of the Pennsylvania Public Purchasing Association. (PAPPA) She served as Membership Committee Chairperson in 1992, 2nd Vice President in 1994, 1st Vice President in 1995/1996 and President 1997/1998.

In 1999, after seeing a need, she proceeded to organize a small group of Delaware Public Purchasing Professionals and started the Delaware Public Purchasing Association (DPPA). DPPA became the first new chapter chartered by the National Institute of Government Purchasing (NIGP) in the new millennium.

Greta served as DPPA president until her retirement in July 2001. Since her retirement, DPPA has continued to grow and now has a membership of over 45 public purchasing professionals. This year DPPA was selected as a finalist for the 2007 NIGP Small Chapter of the Year Award.

Greta will be missed, but due to her hard work and dedication to her profession, she will never be forgotten by all of those she has come in contact with.

TRIP REPORT

NIGP 62nd ANNUAL FORUM

August 4-8, 2007

Hartford, CT

Saturday, August 4, 2007 -CHAPTER LEADERSHIP SYMPOSIUM

This day long symposium was designed for Chapter Presidents and Vice Presidents. About 30 Chapter presidents participated in this Symposium. We discussed various topics from legal issues to membership recruitment. There was a morning and afternoon breakout session.

I chose, "Revenue Generation Ideas" for the morning break-out session. The session was focused on Reverse Trade Shows. This was a very interesting to me, since Delaware Public Purchasing Association has been contemplating putting on a Reverse Trade Show.

We heard from three different size Chapters, on three very different kinds are Reverse Trade Shows. The first Chapter was The Columbia Chapter of NIGP. This is a very large chapter that teams up with The Oregon Public Purchasing Association to put on a Reverse Trade Show on an annual basis for the last couple of years. They discuss their growing pains and what worked and what did not work for them.

The second chapter to present their Reverse Trade show results, was the Southeast Florida Chapter. They have been holding a Reverse Trade show for ten years! They hold the event in the Broward County Convention Center. They have an average attendance of 575 people. Since their show is so big, they also offer the vendors classes.

The last chapter to present was the Southeast Louisiana Chapter. They have had two reverse trade shows since Katrina. Both shows that the Chapter has put on have been on a very small scale. This chapter was asked to present to show that a reverse trade show can be successful even on a very small scale.

Case Study Session was given later on that morning. We were divided into groups according to our Chapter Size. We were given different case studies to work through based on our group. The small chapter group was given a case study in which we had to come up with new programs to increase membership.

The LES Foundation talked at lunch about the mission of the Foundation and about their fund raising efforts. The afternoon sessions were devoted to Marketing your chapter and various Resources National can provide to your chapter.

The Chapter Leadership Symposium was full of outstanding information and ideas on how to make your chapter the best it can be. I took this Symposium last year but this year was full of fresh ideas and did not find it at all repetitive.

The official opening of the 62nd NIGP Forum was held that evening at the Kickoff dinner.

Sunday, August 5, 2007

8:00am – Plenary Session: “Unleashing Change in the Public Sector”

By Dr. Steve Kelman, Ph.D, Harvard University

This session discussed Change Management theory. It has a good discussion, but too many statistics were presented. As a result it got a little boring.

9:45 – Marketing Your Worth and Value So People Listen

Speaker: Marcheta Gillespie, CPPB, CPM, Deputy Director of Procurement, City of Tucson AZ

This session stressed the importance to the Purchasing Department in an organization and how important that upper management realizes the true worth of the Purchasing professionals. This is a session that should be offered to all upper management in all organizations.

11:15 – Chapter Presidents/NIGP Board of Directors Luncheon. We were sat with out Regions. Since Ed Grant 2007/2008 NIGP President is from Region II, we were placed up front. Our table discussed the up coming Region II Conference in Atlantic City. We discuss how important it is for all chapter presidents to be present at the Regional Conferences as an example to our membership that we find the conference important.

1:00pm – Opening of the 62nd Annual Products Exposition.

6:30 – New England Clam Bake

Monday, August 6, 2007

8:00 – “Failure is Not Final”

Featuring Commander Scott Waddle, USN, Retired

This was an outstanding and inspirational talk on how resilient one can be when facing devastating issues. The talk inspired us all for the day and made us believe in ourselves (at least for a little while). Wonderful session!

9:30 – Products Exposition and Breakfast.

12:30 – NIGP Special Recognition Luncheon

Presiding: Ed Grant, CPPO, CPPB, RPPO, President, NIGP

This is the moment we had all been waiting for. All of the most prestigious awards given out by NIGP were presented at this recognition luncheon. These include National Buyer of the Year, Manager of the Year, Distinguished Service Award, and Small, Medium and Large Chapter of the Year awards.

Delaware Public Purchasing Association was one of the three finalists for the National Small Chapter of the Year award. We were giving special seating and our Chapters Name and accomplishments were projected on the wall for all to see. Unfortunately, Mid-Florida Chapter won the honor.

2:45 – States/Provinces networking session

Co-Moderators: Janice

Beckner, CPPB, Purchasing Services Officer II, Connecticut Lottery Corporation, Timothy Lassiter, CPPB, Purchasing Manager, State of North Carolina, Keri Stocks, CPPB, Material Manager, Oregon State Lottery, Steven Updike, CPPB, FCPA, FCCM, FCN, Government Operations Consultant II, Florida Department of Revenue.

As always, a great session of networking with other state purchasing professionals. Due to time constraints only a handful of topics were discussed. This session is always well attended so there is much discussion regarding the topics discussed. The main topics discussed were, Reverse Actions (pro’s and con’s), DBE programs (which included all “social responsibility” issues), eProcurement, and Peard programs.

Tuesday, August 7, 2007

8:00am - FEMA and State and Local Procurement – Lessons Learned from Katrina and Others

Presented by Deirdre Lee, Director of Management and Chief Acquisition Officer for the Federal Emergency Management Agency

This was a very interesting session because several members in the audience started to heckle the speaker and blame FEMA for the disasters in New Orleans. At some point several other members of the audience stood up for FEMA and said that they did an outstanding job under the circumstances. This heated exchange made for a very interesting session on a topic that has been much discussed at every Conference since the disaster.

9:45 – Strategies for Avoiding Contract Administration Problems.

Deirdre Lee, Director of Management and Chief Acquisition Officer for the Federal Emergency Management Agency

This class the discussed the possible pitfalls in Contract Administration due to the community or service contracted for. It was stressed the importance in knowing as much as you can about the good or service. As contracting people we are often asked to be expert on goods or services that we have had very little experience with. Every time we are asked to write a new contract, it is important that we quickly become subject matter experts in the particular commodity or service. It may take a little longer to write the contract, but the research you do in the front end more then pays off in the end. I have attached a power point and a checklist I requested. These tools can be used by the State moving forward.

1:00 – Leading the RFP Evaluation Committee

Speaker: Nancy Davis, CPPO, CPPB, VCO, Contracts & Procurement Manager, Virginia Department of Motor Vehicles

This was a new class this year, so it was extremely well attended. The class was standing room only. I thought the information was good, but a little elementary. The instructor tried to divide the group up into small groups to do a project, but there were just too many people to achieve this with any degree of success. I did request a copy of their, “Evaluation Team Training” power point. I have not received it yet, but when I do I will send it to Blaine for distribution. This class would be an excellent class for new Contract Officers. It really defined the Contract Officers role as the Coordinator and facilitator of the evaluation team.

3:15 – eProcurement Xchange: an ePro Knowledge Community Connection

Co-Moderators: Thomas Blaine, CPPO, FCPM, FCPA, Procurement Director, Jackson Health System, Frank Pierce, CPPO, CPPB, Hawaii Agency Operations Manager, Ewa Beach, HI; Judith Meisel, CPPO, CPPB, Purchasing Supervisor, City of Olathe, KS; Thomas Youngs, CPPO, CPM, Manager Purchasing Services, University of Pittsburgh
This networking session was focused on ePro, Purchasing systems. This session discussed the pros and cons of all kind of systems from the big PeopleSoft and SAP systems to the small home grown systems. Thomas Blaine really took over this session and voiced his dissatisfaction in all the systems out there. He feels that all the systems have been developed with finance in mind and none of them are true Purchasing Systems. He feels it is time that Purchasing voice their concerns, wants and needs and demand a Purchasing system that is a real purchasing system and accomplishes our needs not the needs of our financial folks.

Wednesday, August 8, 2007

8:00 – The Best Things in Life Are Green

Panelists; Jeffery Baer, CPPO, CPPB, Director , City of Portland OR; Michael Bevis, CPPO, CPM, Chief Procurement Office, City of Naperville, IL; Marcia Deegler, EPP Manager, Commonwealth of Massachusetts; Cathy Muse, CPPO, Director Department of Purchasing and Supply Management, Fairfax County Government Moderator: Donna McCarthy, PHD, CPPO, CPPB, CPM, Director, Research and Technical Resources, NIGP

The discuss for this session was based around the renewed interest in “green” products and socially responsible contracting. It seems that many state and local government have legislation requiring green initiative in there contracts. The panel discussed their most innovative green initiatives.

9:15 – Salary Benchmarks – NIGP Research Study Results Speakers: Mohamad Alkadry, PHD, Professor West Virginia University Donna McCarthy PhD, CPPO, CPPB, CPM Director, Research and Technical Resources NIGP

The results of the NIGP Salary Benchmarks were released and discussed. It seems State of Delaware non-supervisory Contracting People are being compensated at competitive rate given the geographic area. New Castle salaries are on the high side, but they also have the Certification requirement that places their salaries at the proper level. Over all I was surprised at the low medium salaries.

11:00 – Recognizing Excellence in Your Chapter

Speakers: Dirk Banks, CPPO, CPPB, Past President, RMGPA, Rona Sandler, CPPB, Greater Miami Chapter of NIGP

This session discussed what local chapters are doing to recognize their chapter members and volunteers. After hearing what other chapters are doing, I know we should be doing more at our chapter. Some of the awards offered at other chapters we could not do based on our size and budget. However, we should at least give out a Buyer of the Year, Manager of the Year and Volunteer of the Year Awards. In our Bylaws it states that it is the Vice Presidents responsibility to nominate the recipients. I am going to make sure these awards are awarded in the future.

1:30 – Succession Planning – Hiring for the Future

Co-Moderators: Lynda Allair, CPPO, BPS Supply Chain Secretariat, Lula Banks, Ed.D, CPPO, CPPB, Director o Procurement Services, Hillsborough County Department of Procurement Services, Robin Rickard, CPPO, CPM Division Manager, METRO Portland, OR; Clifford McCue, PhD, Public Procurement Research Center.

This session talked about the “graying” of the workforce and Public Procurement is no exception. In the future we will have to be more competitive in order to hire and retain employees especially in the Public Sector. In order to become a more desirable employment option we have to attached employees to our profession. We must increase our professionalism, our salaries, our vacations packages. as well as, offer flexible work schedules and the option to telecommute. All the perks that private industry is not offering their employee in the attempt to build company loyalty and retain employees.

3:15 – Closing General Session: “Going From Ordinary to Extraordinary”

Featuring: Robert Stevenson

A motivational speaker, Robert talked about going the extra mile in everything you do. Very insightful and motivating this was the perfect speaker to end a wonderful conference!

6:00 – Presidential Banquet and Dance.

Respectfully submitted,

Janet Schukoske
DPPA President